

## ASTRA Discussion Topics - PO

### September 23, 2010

#### **Why Req to Check:**

- Best business practices – provides accountability, tracking, transparency
- Standardization
- Prior Authorization approval process
- Reporting Requirements
  - LPA
  - Legislative
  - Division of Purchases
  - Agency Specific
- Open Records Request

#### **PO to Voucher issues to consider:**

- As the Approver, important to review/edit the requisition for correct distrib lines before approving
- Same for PO approvals by Buyer
  - Amount Only vs. Qty – see Solutions article #569 in HelpDesk
  - Dispatch method – Merkur Destination
  - Receiving
  - Validating correct Contract ID
  - Validating Correct Vendor ID, Vendor address and Vendor contact
  - Insure the Distrib Lines are correct
- It's best to insure that the PO Distrib lines are what the Voucher Distrib lines will be.

#### **If you have multiple payments against a PO and Distrib lines will change with each payment:**

Option 1: On PO, one PO line for each payment.

- After you have issued a voucher against the first line:
  - Can change Distrib line values
  - Can add Distrib lines
  - Can zero out Distrib lines
  - CANNOT delete Distrib Lines (which means you cannot use speedcharts)

Option 2: Create a Req for each payment.

- You can copy from original Req.
- Advantage is that you can use speedchart on PO before vouchering.

#### **Copy PO to Voucher:**

- Distrib Line # Matters
  - System looks at Distrib Line # first, then funding info
- Prior FY POs
  - Don't change funding on voucher (similar to STARS DA107)
  - If funding needs to be changed, must follow Issue Paper process.